



County of York

Transportation Grant Program

March 4, 1998
Revised December 13, 2001

The Board of Supervisors of the County of York has established a Transportation Grant Program to assist those agencies with service populations that have special transportation needs. The program is funded through the annual budget process and is administered by the Department of Community Services.

Eligible Applicants

Eligibility is limited to service provided to York County residents. Eligible agencies may be located in the County or can be regional agencies serving York County residents. The following agencies are eligible to apply for a York County Transportation Grant:

- York-Poquoson Department of Social Services
- Colonial Services Board
- Peninsula Agency on Aging (PAA)
- Peninsula Health Department
- Center for Independent Living (CIL)

Other agencies can petition the County and request a determination of eligible applicant status.

Eligible Activities

The County recognizes and values the diversity that exists in agency services, populations and administration. Accordingly, the Transportation Grant Program has been structured to allow each agency the greatest possible flexibility in the manner in which grant funds support this service delivery.

- **All activities funded MUST be transportation related.**
- **All activities funded MUST be provided to York County residents.**

Examples of eligible activities include but are not limited to the following:

- ◆ increase in numbers of van trips
- ◆ payment of van driver hours
- ◆ purchase of transport vehicle

- ◆ purchase of cab vouchers
- ◆ in self-sufficiency programs for individual program participants
 - the purchase of used vehicles for transfer to participants
 - repairs to participant owned vehicles
 - time limited payments of personal property tax or auto insurance

Grant Allocations

Awards are made for the fiscal year beginning July 1 and ending June 30. Awards are based upon the availability of funds. The maximum annual grant award is \$5,000. Award amounts will be prorated should requests submitted by eligible agencies exceed the total funds appropriated by the Board of Supervisors. [After all grants for eligible and approved applications have been awarded, any unallocated program funds may be awarded as a supplement to one or more of the eligible agencies.](#)

Application Procedures:

- ☐ Grant applications are submitted annually to the Director of Community Services on or before December 1st but no earlier than October 1.
 - Applications will be considered during the County budget process.
 - Notifications of awards will be made following the adoption of the budget by the York Board of Supervisors. This is generally during the month of April.
 - Checks for the full grant amount will be distributed to participating agencies after the July 1 commencement of the fiscal year.
 - [If funds allow, supplemental requests will be received from agencies following notification of awards.](#)
 - [Supplemental Requests will be submitted as an amendment to the initial application.](#)
 - [Supplemental Requests will be funded upon review and approval by County staff.](#)
 - [This review and approval will evaluate each request based on the scope of services proposed and the severity of the transportation need to be addressed.](#)
 - [Supplemental Requests may be funded in full or in part, and may be granted to a single eligible agency, or prorated and distributed to each requesting agency as funds allow.](#)
 - [County staff may premise the award of supplemental funds on the ability to meet a specific transportation need identified in the community.](#)
 - [Staff will inform all eligible agencies of any specific need for which supplemental funds must be used when agencies are advised that supplemental funds are available \(after notification of initial grant awards\).](#)
- ☐ The attached grant forms must be completed and signed by the Agency Director.
 - The application form is Section I and is submitted as the grant request. [This form is also used for supplemental requests.](#)

- Section II is the report and is submitted at the end of the fiscal year for which the grant is awarded.
- ☐ The narrative should describe the manner in which the agency will use the funds and the number of service units that are expected to be funded with grant monies during the course of the fiscal year. Service units will vary with differing activities.

Example A: 2 vehicles purchased x 2 work participants in welfare reform = 2 service units

Example B: 5 van trips x 15 sheltered workshop participants x 52 weeks = 3,900 service units

It should be noted that service unit projections and reports of actual activity are requested for information and to provide documentation of transportation related activities. Grants are not competitive - eligible agencies submitting valid workplans with eligible activities to be performed in a responsible manner will receive grants to the extent that funds are available.

- ☐ Section II of the grant is the final report and must be submitted within 30 days of the close of the June 30th fiscal year. The report must explain:
- How the grant funds were used and any differences from the grant application form.
 - Account for the full amount of grant funds.
 - It is the intent of the County that the grants be fully utilized but if a balance exists, the agency should explain the reasons for variance and may ask to retain the funds for expressly stated purposes.